

GRADUATE ASSISTANTSHIP APPLICATION

Submit: Application, 3 Recommendations (See included Recommendation Forms), Resume, and Criminal Background Check

Graduate Department Major:
Nicholls State University
P.O. Box
Thibodaux, Louisiana 70310

APPLICANT INFORMATION (please print or type):

Name of Applicant: _____ Date of Application: _____

Mailing Address: _____
Address, City, State, Zip Code, Country

Telephone: _____ Fax: _____

E-mail address: _____

Place of Birth: _____
City, State, Country

U.S. Citizen? Yes ☐ No ☐ If no, what country? _____

Graduate Major: _____

Colleges or Universities Attended (most recent first):

College / University	Years Attended		Degree	Major
	From	To		

Academic Grades and Test Scores (as appropriate):

Undergraduate Grade Point Average (4.0 scale)				
Test of English as a Foreign Language (TOEFL) Total Score				
GRE General Test	Total	Verbal	Quantitative	Analytical
GMAT	Total	Verbal	Quantitative	Writing

References have been solicited from the following individuals:

	Reference #1	Reference #2	Reference #3
Name			
Position or Title			
Address			

If an assistantship is not currently available, would you like to be considered at a later time?

☐ Yes ☐ No

NOTICE TO APPLICANT:

Incomplete applications will not be considered. Complete all applicable items, including a resume, and ***submit to the graduate coordinator or to the supervisor in the department in which employment is sought.***

Graduate Assistant applicants must also complete the **Criminal Background Consent Form**. This form is available online at <http://www.nicholls.edu/human-resources/forms/>.

Please answer the following question as required by Graduate Studies:

Do you have any relatives working within the specific college, program, or department you are applying to, or the specific college, program, or department in which you will ultimately work?

☐ Yes ☐ No

*If yes, please explain (person and relationship) _____/_____
(If answered "Yes" you may still be eligible for a GA position in a different program.)*

Please answer the following questions as required by the Office of Human Resources:

Are you 17 years of age or older? ☐ Yes ☐ No

Have you ever been convicted of a felony? ☐ Yes ☐ No *(Conviction of a felony will not necessarily bar you from employment. We will consider the date, facts, and circumstances of each individual case.)*

If yes, please explain:

I certify that all the information provided above is true and correct. I understand that any false information provided can be grounds for refusal to hire or immediate termination.

Signature of Applicant

Date

To Graduate Department Major:
Nicholls State University
P.O. Box _____, Thibodaux, Louisiana 70310

GRADUATE ASSISTANTSHIP RECOMMENDATION FORM
(Confidential)

I am an applicant for a graduate assistantship at Nicholls State University, and am seeking a recommendation from you for that position. I would appreciate very much your completing the evaluation below and submitting this confidential form directly to the above address.

APPLICANT INFORMATION (please print or type):

Name of Applicant _____ Date _____

Mailing Address _____
Address, City, State, Zip Code, Country

Telephone _____ Fax _____ E-mail _____

Graduate Degree Sought _____

I do hereby waive my right of access to this confidential evaluation made for the purpose of accompanying my application for employment as a graduate assistant at Nicholls State University.

Signature of Applicant Date _____

Please check the appropriate box based upon your observation of the applicant:

Characteristic	Outstanding	Above Average	Average	Below Average	Not Observed
Potential for Success					
Quantity of Work					
Quality of Work					
Ability to Complete Work					
Judgment and Common Sense					
Emotional Adjustment					
Cooperativeness					
Initiative					

Problem-Solving Ability					
Dependability					
Conduct					
Integrity					

I have been acquainted with the applicant for _____ years.

My relationship with the applicant has been as:

- ☐ Employer
- ☐ Advisor or Supervisor
- ☐ College Instructor
- ☐ Co-worker
- ☐ Friend
- ☐ Other (please explain)

Comments: (If you wish, please comment on the strengths and weaknesses which might affect the performance of the applicant as a graduate assistant. For example, you might comment on the applicant's personality, attitude, dependability, integrity, etc. Attach additional sheets if necessary.)

Signature of Evaluator

Date

Title

Organization

Address _____
Number & Street or P.O. Box

City, State, Zip Code Country

NOTE TO EVALUATOR: Please accept the thanks of both the applicant and Nicholls State University for your time and effort in this evaluation.

Revised: July 2021

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Nicholls State University
P.O. Box _____, Thibodaux, LA 70310

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Revised: July 2021

YOUR FULL NAME

Your Address • City, State Zip
Cell Phone • Home Phone • E-Mail Address

PROFILE

- Highlight keywords and keyword phrases that best describe YOUR skills, qualifications and experience

EDUCATION

Nicholls State University

Thibodaux, Louisiana

Bachelor of Science or Arts in What Major

Month Year

- Concentration in ...
- Minor in...
- Anticipated graduation: May 2011
- Cumulative GPA:

Relevant Coursework:

- List specific names of the courses (i.e., Professional Selling, not MKGT 320)2
- Another course
- Another course

Affiliations and Activities

- Sorority/Fraternity (President, Secretary, Social Chairperson)
- Student Programming Association/Student Government Association
- University Advisory Committees
- University Athletic Teams

Awards and Honors

- Named to Who's Who Among Students in American Universities and Colleges
- Recipient of Named Scholarship

WORK EXPERIENCE

Nicholls State University – Specific Department

Thibodaux, Louisiana

Student Employee

Month Year began – Month Year ended

- List AT LEAST three (3) job descriptions
- Use action verbs to describe what you do or did – not full sentences
- Do not use the words “I” or “My”

Another Job

Thibodaux, Louisiana

Job Title

Month Year began – Month Year ended

- List AT LEAST three (3) job descriptions
- Use action verbs to describe what you do or did – not full sentences
- Do not use the words “I” or “My”

Another Job

Thibodaux, Louisiana

Job Title

Month Year began – Month Year ended

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- Use action verbs to describe what you do or did – not full sentences
- Do not use the words “I” or “My”

VOLUNTEER EXPERIENCE

List Volunteer and Community Service that you have been involved in.

REFERENCES

Available upon request